Microsoft Excel for Beginners
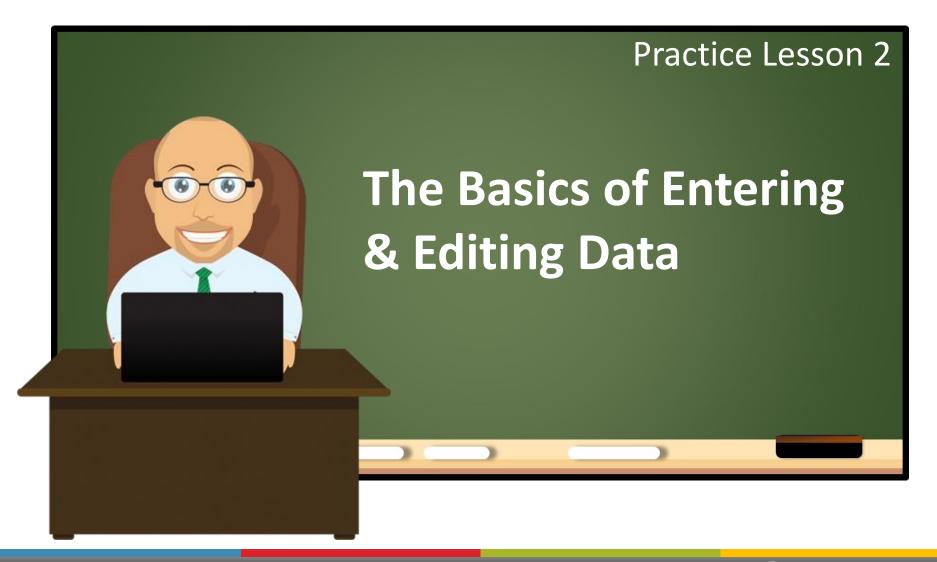
A Step-by-Step Guide to Mastering the Basics

Practice Lesson 2

The Basics of Entering & Editing Data

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Microsoft Excel for Beginners

Practice Lesson 2: The Basics of Entering & Editing Data

Step 2

	A	B	C	D	E
1					
2					
3		Jan	Feb	Mar	Total
4	Year 1	45000	43500	25000	
5	Year 2	27000	29000	28450	
6	Year 3	32000	27850	31200	
7	Total				
8					

Step 1
Open Microsoft Excel.

Step 2
Enter the information exactly as it appears in the worksheet above.

Step 3
Save your worksheet with the following name: **Practice Lesson 2**

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